

SOLICITATION NUMBER: 442-09-001

Re-advertise

ISSUANCE DATE: January 23, 2009

CLOSING DATE: February 17, 2009

4pm, Cambodia time

SUBJECT: Solicitation for U.S. Personal Service Contractor for Project Development Officer (PDO) for USAID Cambodia

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications **(Standard Form 171 or Optional Form 612 only)** from qualified U.S. citizens to provide personal services as a Project Development Officer (PDO) under a personal services contract, as described in the attached solicitation.

Submissions shall be in accordance with the attached information and delivered to the undersigned in Cambodia at the place and by the time specified. Applications, which shall include salary history for the prior three years and the names and contact points (telephone/fax numbers) for at least two references with knowledge of the applicant's prior work skills. If an applicant does not have ready access to a Form 171 or 612, the same information may be initially submitted in resume form so long as the items stated earlier in this paragraph are covered. Late applications may be considered in USAID's sole discretion. The award of a contract hereunder is subject to the availability of funds.

The preferred method of submission of all applications and required documents is via internet as email attachments formatted in Microsoft Word or by courier/messenger. Incomplete or unsigned applications shall not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

By email to: sprak@usaid.gov ; cc ksan@usaid.gov

By courier/messenger: Office of Procurement
 USAID/Cambodia
 American Embassy
 #1, Street 96, S/K Wat Phnom, Khan Daun Penh
 Phnom Penh, Cambodia

Or USAID/Cambodia, Box P, APO AP 96546, USA

Applicants should retain for their records a copy of all enclosures which accompany their applications. Any question regarding this solicitation may be directed to Acquisition Specialist, Mealea S. Prak, who may be reached by phone at 855-23-728-344 or e-mail at sprak@usaid.gov

Applicants shall confirm with Acquisition Specialist, Mealea S. Prak, that their email submissions were successfully received by the required due date.

Sincerely,

Craig Riegler
Regional Contracting Officer

Solicitation for U.S. Personal Service Contractor (PSC) Project Development Officer (PDO) for USAID Cambodia

1. **SOLICITATION NO.:** 442-09-001
2. **ISSUANCE DATE:** January 23, 2009
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** February 17, 2009, 4 pm Cambodia Time
4. **POSITION TITLE:** Project Development Officer (PDO)
5. **MARKET VALUE:** GS-14 (\$83,445 - \$108,483). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
6. **PERIOD OF PERFORMANCE:** To start o/a May 01, 2009 – May 01, 2011, with the possibility of extensions.
7. **PLACE OF PERFORMANCE:** Phnom Penh, Cambodia with travel within Cambodia and regionally as required.
8. **STATEMENT OF WORK**

I. BASIC FUNCTIONS OF THE POSITION

The position will serve as the Mission's senior Project Development Officer (PDO), which involves leading Mission design processes and serving as a mentor to USAID Program Office and other Mission staff in the areas of project planning, design, monitoring, and evaluation. S/he is expected to function with a high degree of independence and work closely with the USAID/Cambodia technical and support staff. The incumbent reports to the Director of the Program Office in USAID/Cambodia.

II. STATEMENT OF DUTIES AND RESPONSIBILITIES

A. PROJECT DEVELOPMENT (60%)

1. Serve as PDO team leader for selected design efforts, working closely with the Mission's USDHs and FSN PDOs. Mentor program office and technical office staff in the full range of design functions and activities, specifically:
 - Identification and compilation of data or analyses needed for the design effort;
 - Planning for project designs (timing, budgeting, team composition, logistical requirements, pre-design meetings with the host government and others);
 - Identification of roles and responsibilities of project design team members;
 - Preparation of Activity Approval Documents (AAD), emphasizing key components of the AAD, such as the development hypothesis; program/project description; development of objectives, indicators and targets; performance management plans and project monitoring; evaluation

planning; development of project budgets and obligation plans; procurement and implementation planning; USG and USAID legal/policy/regulatory requirements;

- Preparation of waivers, activity checklists, pre-obligation checklists, and other required supporting documents.
- Organizing and conducting project reviews and the development of issues papers for review meetings.
- Preparation of approval action memoranda.

2. Provide guidance and informal training for all mission staff on initial obligation and sub-obligation actions, including the preparation and negotiation of government to government agreements and USAID's procurement process.

B. MONITORING AND EVALUATION

(40%)

1. Serve as the Monitoring and Evaluation Officer for the Mission, working closely with the Mission's USDHs and FSN CTOs to ensure compliance with ADS and Mission policy. Mentor program office and technical office staff in monitoring and evaluation activities, specifically:

- Developing and maintaining Performance Management Plans;
- Tracking performance, progress, and capturing results;
- Developing Scopes of Work for evaluations;
- Incorporating program monitoring and evaluation findings into on-going and future activities.

2. Assist program office and technical office staff to develop project implementation reports that meet the information needs of Mission management and provide information that is usable for the annual performance report to USAID/Washington.

III POSITION ELEMENTS:

Supervision Received: The incumbent will be supervised by the Director of the Program Office, USAID/Cambodia.

Available Guidelines: USAID policies as set forth in the ADS, as well as other Agency and Mission guidance documents. Specific guidance and day-to-day instructions will be given by the Director of the Program Office, USAID/Cambodia.

Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use his/her own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID personnel, other U.S. government personnel as well as representatives from other donor organizations to resolve problems.

Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the U.S. Government.

Nature, Level and Purpose of Contacts: The incumbent will be required to maintain solid working relationships with USAID/Cambodia, other U.S. Mission staff and USAID/Washington.

Period of Service: Two years to start on or about May 01, 2009. Extensions will depend on the need for continuation of such services, availability of funds, and satisfactory performance.

Supervision/Oversight over Others: This position is designated as a non-supervisory position.

9. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands.

10. WORK ENVIRONMENT

Work is primarily performed in an office setting.

11. START DATE: Immediately, once necessary clearances are obtained.

12. POINT OF CONTACT: See Cover Letter.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

The position requires a combination of analytical, technical and managerial skills. The incumbent must be able to work in an overseas environment under frequent tight deadlines and severe time pressures. Specific qualifications are:

Education: Master's Degree from a U.S. university in any field – preference given to public or business administration, economics, public health, public education, political science, or international relations/development.

Prior Work Experience: A minimum of 10 years of experience in project design and implementation, and monitoring and evaluation preferably in U.S. government agencies.

Language Proficiency: Level 4 (fluent) English

Knowledge: Knowledge of USG laws, policies, regulations and procedures related to economic/social development assistance (including those of USAID, the Depts. Of Commerce, Agriculture, etc.). A working knowledge of the economic and social development context in Cambodia. Knowledge of USAID's project development process and the principles of good project design, monitoring and evaluation.

Skills and Abilities: Excellent written and oral communications; analytical; management, and interpersonal/teamwork skills. Computer skills, including development and management of databases, word processing, spreadsheets, and the ability to interpret, organize and present data to a variety of audiences. Ability to mentor USAID staff in the areas of project development and alliance building. Ability to effectively perform as a team member.

OTHER REQUIREMENTS:

In addition, the Project Development Officer (PDO) must also be: 1) a U.S. Citizen; 2) Available and willing to commit to the Contract Performance Period of 24 months with possibility of extensions; 3) Able to attain a USG-issued security clearance that meet eligibility requirements for access to classified information; 4) able to obtain medical clearance for posting to Cambodia; 5) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and 6) Willing to travel to work sites and other offices as/when requested.

SELECTION FACTORS

Applicants will be evaluated on the extent and quality of their education, relevant work experience, and language and writing skills as they relate to this position against the following criteria:

Education:	15 points
Prior work experience:	40 points
Knowledge Level:	30 points
Skill and Ability:	15 points

Total: 100 points

SELECTION PROCESS:

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances (USAID will provide details regarding these clearances to the selected candidates).

APPLYING:

Qualified individuals are requested to submit:

For USPSCs a U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov> , or at Federal offices);

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can found at

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs and CIBs apply to this contract.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave

2. ALLOWANCES (if Applicable).

- Temporary Lodging Allowance
- Education Allowance
- Cost of Living Allowance
- Post Differential Allowance

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.